



**Connecticut Department of
Energy & Environmental Protection**
Bureau of Water Protection & Land Reuse
Land & Water Resources Division

Transmittal Form for Flood Management Certification under DAS - MOU

Please complete this form to ensure the proper handling of your application. Print unless otherwise noted.

Part I: Application Type and Description

CPPU USE ONLY	
App #:	_____
Doc #:	_____
Check #:	_____
Program: Flood Management	

<p>DAS Office of School Construction Grants and Review (OSCGR) Eligible Programs (check all that apply):</p> <p><input type="checkbox"/> LEA (Local Education Agency)</p> <p><input type="checkbox"/> Technical High Schools (OSCGR)</p> <p><input type="checkbox"/> Technical High Schools (DAS Division of Construction Services)</p> <p><input type="checkbox"/> Technical High Schools (CT-THSS)</p> <p><input type="checkbox"/> RESC (Regional Education Service Center)</p> <p><input type="checkbox"/> State OPM (Office of Policy and Management)</p> <p><input type="checkbox"/> Other OSCGR program, please specify _____</p>
<p>Town where site is located: _____</p> <p>OSCGR State Project Number: _____</p> <p>Brief Description of Project: _____</p>

Part II: Fee Information

There is no fee for this application.

Part III: Applicant Information

1. Applicant Name:			
Mailing Address:			
City/Town:	State:	Zip Code:	
Business Phone:	ext.:		
Contact Person:	Phone:	ext.	
*E-mail:			
*By providing this e-mail address you are agreeing to receive official correspondence from DEEP, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from "ct.gov" addresses. Also, please notify DEEP if your e-mail address changes.			

Part III: Applicant Information (continued)

2. Primary contact for departmental correspondence and inquiries, if different than the applicant.
Name:
Mailing Address:
City/Town: State: Zip Code:
Business Phone: ext.:
Contact Person: Phone: ext.
*E-mail:
*By providing this e-mail address you are agreeing to receive official correspondence from DEEP, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from "ct.gov" addresses. Also, please notify DEEP if your e-mail address changes.

3. Engineer(s) or other consultant(s) employed or retained to assist in preparing the application [or in designing or constructing the activity].
Name:
Mailing Address:
City/Town: State: Zip Code:
Business Phone: ext.:
Contact Person: Phone: ext.
E-mail:
Service Provided:
 Check here if additional sheets are necessary, and label and attach them to this sheet.

Part IV: Pre-Application Meeting

If a pre-application meeting was held concerning the subject activity, provide the following:
DEEP Staff Name: _____ Pre-Application Meeting Date: _____

Part V: Site and Resource Information

1. SITE NAME AND LOCATION
Name of Site :
Street Address or Location Description:
City/Town: State: Zip Code:
Tax Assessor's Reference: Map Block Lot
Latitude and longitude of the exact location of the proposed activity in degrees, minutes, and seconds or in decimal degrees: Latitude: Longitude:
Method of determination (check one):
 GPS USGS Map Other (please specify):
If a USGS Map was used, provide the quadrangle name:]

2. MUNICIPAL ZONING
Is the proposed work consistent with municipal zoning requirements relating to flood storage and conveyance of water for floodplains? Yes No Not Applicable If no, explain: _____

3. WATERBODY/WATERCOURSES/WETLANDS
List names of all waters impacted by the proposed activity: _____

Part V: Site and Resource Information (continued)

4. TRIBAL LANDS

Is the activity that is the subject of this application located on federally recognized tribal lands? Yes No

5. **COASTAL BOUNDARY:** Will the activity which is the subject of this application be located within the coastal boundary as delineated on DEEP approved coastal boundary maps? Yes No
If yes, and this application is for a new authorization or a modification of an existing authorization where the physical footprint of the subject activity is modified, submit a [Coastal Consistency Review Form](#) (DEEP-APP-004) with this completed application as Attachment F.

Information on the coastal boundary is available at www.cteco.uconn.edu/map_catalog.asp (Select the town and then select coastal boundary. If the town is not within the coastal boundary you will not be able to select the coastal boundary map.) or the local town hall or on the "Coastal Boundary Map" available at DEEP Maps and Publications (860-424-3555).

6. **NATURAL DIVERSITY DATA BASE (NDDDB) - ENDANGERED OR THREATENED SPECIES:** According to the most current "[Natural Diversity Data Base Areas Maps](#)", will the activity which is the subject of this application, be located within an area identified as, or otherwise known to be, a habitat for state listed endangered, threatened or special concern species? (Include all impacted areas, any areas beyond the immediate footprint of the project and beyond the property line that will be either directly or indirectly affected, equipment and materials staging areas, areas receiving discharge and dredge material disposal areas.)

Yes No Date of Map:

If yes, complete and submit a [Request for NDDDB State Listed Species Review Form](#) (DEEP-APP-007) to the address specified on the form, **prior** to submitting this application. Please note NDDDB review generally takes 4 to 6 weeks and may require the applicant to produce additional documentation, such as ecological surveys, which must be completed prior to submitting this permit application. A copy of the NDDDB Determination response letter that has not expired **must** be submitted with this completed application as Attachment G. Include a copy of any mitigation measures developed for this activity and approved by NDDDB. Be aware that you must renew your NDDDB Determination if it expires before project work commences.

For more information visit the DEEP website at [Endangered-Species-ReviewData-Requests](#) or contact the NDDDB at deep.nddbrequest@ct.gov.

7. **AQUIFER PROTECTION AREAS:** Is the site located within a mapped Level A or Level B [Aquifer Protection Area](#), as defined in CGS section 22a-354a through 22a-354bb?

Yes No If **yes**, check one: Level A **or** Level B

If **Level A**, are any of the [regulated activities](#), as defined in RCSA section 22a-354i-1(34), conducted on this site? Yes No

If **yes**, and your business is **not** already registered with the Aquifer Protection Program, contact [local aquifer protection agent](#) or DEEP to take appropriate actions.

For more information on the Aquifer Protection Area Program visit the DEEP website at [Aquifer Protection](#) or contact the program at DEEP.AquiferProtection@ct.gov.

8. CONSERVATION OR PRESERVATION RESTRICTIONS

Will the activity which is the subject of this application be located within a conservation or preservation restriction area? Yes No

If yes, provide proof of written notice of this application to the holder of such restriction, and/or or a letter from the holder of such restriction verifying that this application is in compliance with the terms of the restriction, as Attachment H.

9. SOIL AND/OR GROUNDWATER REMEDIATION

Does the site work include soil and/or groundwater remediation? Yes No

If yes, please provide reference documentation including a) plan views of the site showing the area of contamination and b) a summary of remediation with chemical analysis, clean-up status, and remediation program identification, as Attachment 9.

Part VI: Supporting Documents

Check the applicable box below for each attachment being submitted with this application form. When submitting any supporting documents, please label the documents as indicated in this part (e.g., Attachment A, etc.) and be sure to include the applicant's name as indicated on this application form.

- Attachment A: **DAS MOU FM Attachment A: Town Engineer/Consultant – Professional Certification**
- Attachment B: **DAS MOU FM Attachment B: Municipal Official Certification**
- Attachment C: Project Site Plans
Reference [Project Plan Checklist](#) for requirements
- Attachment D: Supporting Engineering Analysis, Calculations and Reports (such as Hydraulic Engineering Report, Drainage and/or Stormwater Report, and/or Water Handling, National Flood Insurance Program (NFIP) information, Erosion & Sedimentation Control)
- Attachment E: [Fisheries Consultation Form](#): A summary of fisheries consultations, including consultations with DEEP Inland Fisheries and the U.S. Fish and Wildlife Service, and their recommendations for fish passage and environmental concerns is required. As a result of these recommendations, include the plan of action for fish passage and other identified environmental concerns. Include drawings and plans, even if conceptual.
- Attachment F: [Coastal Consistency Review Form](#) (DEEP-APP-004), if applicable.
Activities within the state's coastal area must be consistent with the Connecticut Coastal Management Act (CGS sections 22a-90 through 22a-112). You may be required to complete this form to demonstrate that the activity is consistent with the standards and policies of the Connecticut Coastal Management Act
- Attachment G: A copy of the NDDDB Determination response letter that has not expired, if applicable. Include a copy of any mitigation measures developed for this activity and approved by NDDDB. Do *not* submit any NDDDB Preliminary Site Assessments with your application. Be aware that you must renew your NDDDB Determination if it expires before project work commences.
- Attachment H: Conservation or Preservation Restriction Information, if applicable.

Part VII: Application Submission

Instructions for submitting an application to DEEP LWRD:

1. Please submit a hardcopy of **only** this completed Transmittal Form to:

**CENTRAL PERMIT PROCESSING UNIT
DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127**
2. Upon receipt of the Transmittal Form, the Central Permit Processing Unit (CPPU) will e-mail a confirmation receipt letter to you containing the DEEP assigned application number.
3. Upon receipt of the email from CPPU, electronically submit the full application package with the remaining required forms:
 - a. Send an empty/blank email to DEEP.LWRDRegulatorySubmittals@ct.gov
 - b. An automated email response will contain instructions for uploading this Transmittal Form and additional supporting documents of your application to the LWRD File Transfer Protocol (FTP) website.
 - c. Follow directions contained in the email for uploading the application sections.

If you are not capable of submitting the application electronically or if you have other questions or concerns regarding application submittals, please contact LWRD staff at 860-424-3019.